



THE MAGNET

ENCOMPASS Newsletter

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ENCOMPASS Training

Update

In preparation for the January 2, 2008 go-live of ENCOMPASS, classes are being offered for PeopleSoft Financial end-users across all State agencies. Classes will be available beginning November 5, 2007 for the following modules: General Ledger, Accounts Payable, Accounts Receivable, and Asset Management.

The classes are designed to address how PeopleSoft will work for the State of Indiana beginning January 2, 2008. The classes will not address configuration questions nor why specific business decisions were made, but simply, how to do the function in PeopleSoft.

User lists have been distributed to agency CFOs for validation. Enrollment will begin early October. Consequently, expect to receive an email invitation to enroll from Michelle Taylor at ENTAP. If you have any questions, please feel free to contact the Training Team directly by phone at 317.234.4927 or via email at encompass.training@entap.com.

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Chartfield Mapping

Update

On September 22, 2007 a third extract of PeopleSoft chartfield data was loaded into the mapping tool. This added 21,000 new core combinations (unique business unit, fund, center, department, class, product) bringing the total of core combinations to 69,000. Only 20,000 (29%) of these have been mapped as of September 30. The goal is to have all mapping up to date by October 26. This is a realistic goal but it will require a focused effort from the agencies. To assist, the ENCOMPASS OCM team will conduct workshops to reinforce the training already given and provide over-the-shoulder support for mapping users.

For project chartfields, most agencies that will be using them have submitted their values for loading into the tool and, where current project chartfield values were submitted with the new ENCOMPASS values, project chartfield mapping was done programmatically for them. These agencies will still need to review these mappings and address those not automatically mapped. Also, as new project chartfield values are introduced into PeopleSoft (prior to ENCOMPASS go-live), agencies will have to stay up to date and submit these new mapping values.

As mentioned last month, chartfield mapping is critical to the success of the January cutover to the ENCOMPASS system and to the conversion testing that will occur between now and go-live. Achieving significant progress will be a priority over the next couple of weeks. New chartfield strings will continue to be added to the tool periodically between now and January and the mapping effort will continue up until go-live.

Agency Project Plan

Measure Your Way to a Successful Implementation

The ENCOMPASS team is tracking agency progress in implementing the Agency Project Plan Checklist. Your ENCOMPASS representative are working with agencies project plan checklist activities. Your ENCOMPASS representative is now scoring your agency on each of these items, indicating either a “Green” or “Red” light. A quick summary (as of October 1) of each item and the percentage of agencies with green lights are as follows:

G L B a l a n c e	3 4 %		6 6 %
P O B a l a n c e	4 0 %		6 0 %
A s s e t s B a l a n c e	6 1 %		3 9 %
M a p p i n g - C o r e	2 9 %		7 1 %
M a p p i n g - P r o j e c t s	3 0 %		7 0 %
S D O ' s	8 6 %		1 4 %
T r a i n i n g P l a n	4 1 %		5 9 %
S M E N e t w o r k	5 0 %		5 0 %
I n t e r n a l C o n t r o l s	3 3 %		6 7 %
F i l e F o r m a t s	8 4 %		1 6 %
P o l i c y / P r o c e d u r e s	7 9 %		2 1 %
P r o j e c t P l a n C h e c k l i s t	7 2 %		2 8 %
T o w n H a l l	9 7 %		3 %

It is important for all agencies to actively move toward all green in each of these categories. Contact your ENCOMPASS representative to find out more about your current ratings, or e-mail us at ENCOMPASS@sba.in.gov.

Department Chartfield

How Should It Be Set Up?

During the chartfield mapping process, there have been 2 primary questions about the Department chartfield and how it should be set up in the new structure.

1. Remember that the Department field represents an organizational function and its values should correspond directly to the Department values in the PeopleSoft Human Resources (HR) module. If any agency's departments in HR do not match its departments in Financials, financial staff should work with their HR departments and State Personnel to have the new values created
2. Department chartfields should be classified by an attribute that corresponds to its primary function. The functions include Information Technology, Accounting/Finance, Human Resources, Administration, Marketing/Communications, Legal, Auditing, Purchasing, Legislative/Policy, and None of The Above.

However, Department values should not be “smart numbered” where the number incorporates the function. Instead, the attribute works as a tag attached to each department to classify the Department by the appropriation function.

Post Go-Live Support

More Information Forthcoming

Post go-live support is one of the most important activities in the project life cycle. The ENCOMPASS project team is currently developing the post go-live support structure, which will include:

- System support for end-users (for both functional and technical issues)
- A process to provide ongoing communications until the State has fully adopted ENCOMPASS processes
- A process to transition post go-live support from the ENCOMPASS project team to the State's operational state support structure

Once we have finalized the post go-live support structure, we will relay this information to you via regular ENCOMPASS communication channels, i.e., emails, newsletter articles, website, and Town Hall meetings.

Internal Controls

Role Assignments

As you are designing your ENCOMPASS internal control system, you may want to consider the following:

- The simplicity or complexity of the process related to the role; for example, a requisition processor role is much more complex than a receiver role
- Current users – does the individual use the process enough to continue their role in the future, or would their entries be best assigned to a more frequent user (Infrequent users may take an excess amount of time to enter a transaction which could quickly be processed by a frequent user)
- Certain “off-system” controls may be used to accomplish separation of duties; for instance, with a manual “cash book” which is reconciled to deposits with the Treasurer of State, the online deposit entries could be made by only one person

Role assignments will be discussed further at the next PeopleSoft Users Group meeting and the October Town Hall. If you have specific questions or issues, you may also address your concerns to Marilyn Rudolph at mrudolph@sboa.in.gov.

Payroll Fringe Benefits

How Should They Be Entered In GL?

Some agencies have allocated fringe benefits in PeopleSoft using a summary object (E00005). Because this object does not exist in the State's official chart of accounts in use at the Auditor's office, it **should not be used and any FY08 transactions that have been entered must be corrected.**

A mapping document that maps the Accounting Rule posted in the Auditor's system to the correct object to be used is available on the ENCOMPASS website under ENCOMPASS Documents → Balancing and Reconciliation → Mapping of Payroll Accounting Rules to Objects.

Recap of Key Communications

Visit Our Website For More Information

The ENCOMPASS team has sent several key messages to the ENCOMPASS distribution list over the past few weeks. Below is a reiteration of important information:

- The ENCOMPASS team put together another Town Hall Meeting on September 11. In addition to the Town Hall, the ENCOMPASS team held an Executive-Level Agency CFO Meeting. The presentations for both of these meetings are on the ENCOMPASS website. You can also click on the FAQ link to read questions and answers from these sessions.
- The ENCOMPASS team developed a General Ledger reconciliation report that is now available on the ENCOMPASS website. The report compares the PeopleSoft GL (ACTUALS) activity to AOS GL at the object level (Actuals Ledger / FOCAD AOS Recon). It is essentially a side-by-side comparison of the two systems at the same point in time. Since this method utilizes information from the ACTUALS ledger in PeopleSoft, it does not take into account activity from the commitment control ledgers, such as pre-encumbrances and encumbrances. There is a pre-set filter on the spreadsheet that can be used to select a particular Business Unit, Fund, Center, and/or Object and only contains revenue and expenditure objects. The report is run daily at 3 AM. The ENCOMPASS team will make every effort to update this report as often as possible.
- We have scheduled two additional Balancing and Reconciliation Working Sessions. You can bring any reconciliation problems/issues to these working sessions, sit at a PC and do your reconciliation activities with a support person in the room to help you with any problems and questions you have.

The working session will focus on balancing revenue and expenses using FOCAD. The working session will be held on the following days:

Thursday, October 4 (9am – 11am) in conference room 27

Thursday, October 18 (9am – 11am) in conference room 27

- Our next Town Hall meeting is scheduled for Wednesday, October 10 (9am – 10:30am). All members of the State Financial Management community are encouraged to attend.

If you would like to be added to the ENCOMPASS distribution list, send us an email at ENCOMPASS@sba.in.gov.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.

ENCOMPASS Website Address: <http://myshare.in.gov/sba/encompass>

Please email us at:
encompass@sba.in.gov

If you have technical issues submit them to GMIS at
http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp